Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

NATIONAL IRRIGATION ADMINISTRATION
RELEASED
OCT 15 2026
By: 9
PD-RECORDS SECTION
BAGONG PILIPINAS

MEMORANDUM CIRCULAR NO. 98
Series of 2026

TO: **THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED**

SUBJECT: **SUPPLEMENTAL TO NIA MEMORANDUM CIRCULAR NO. 128, S. 2025 AND NIA MEMORANDUM CIRCULAR NO. 31, S. 2026 REQUIRING A MEDICAL CERTIFICATE FOR THE GRANT OF PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION**

This Memorandum Circular is issued to supplement the compliance requirements under NIA Memorandum Circular No. 128, s. 2025 (*Guidelines on the Grant of Permission to Engage in Limited Practice of Profession to NIA Officials and Employees*), as amended by NIA Memorandum Circular No. 31, s. 2026.

While Item 4.4 of the prescribed Request for Permission to Engage in Limited Practice of Profession (RELPP) Form provides that the applicant must establish physical fitness as certified by a government physician, Section IV, Item 1.2(i) of NIA MC No. 128, s. 2025 does not explicitly enumerate the Medical Certificate among the primary documentary attachments to be submitted.

To ensure administrative clarity and standard policy alignment, all requesting officials and employees are hereby required to submit a duly accomplished Medical Certificate issued by a government physician as a mandatory attachment to the RELPP form, alongside the other documentary requirements prescribed under the aforementioned circulars.

Be guided accordingly.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

13 OCT 2026
Date

National Government Center, EDSA, Diliman, Quezon City, 1100 Philippines
Trunk line Numbers: (02) 8 929 6071 to 78 • Telefax Number: (02) 8 928 9343
Email: contact-us@nia.gov.ph • Website: www.nia.gov.ph • TIN: 000916415

ISO 45001:2018 CERTIFIED
CERTIFICATE NO. SU15632
CERTIFICATION INTERNATIONAL
ISO 9001:2015

#920316/909391 (298) (210)

NATIONAL IRRIGATION ADMINISTRATION
RELEASED
JAN 16 2026
By: 9
HRD-RECORDS SECTION

MEMORANDUM CIRCULAR No. 128
Series of 2025

TO : **THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/ PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED**

SUBJECT : **GUIDELINES ON THE GRANT OF PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION**

I. RATIONALE

Section 2 of Republic Act No. 6713, otherwise known as "Code of Conduct and Ethical Standards for Public Officials and Employees", states that public officials and employees shall at all times be accountable to people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.

In accordance with Book V. Title 1, Chapter 7, Section 46 (24) of Executive Order No. 292 otherwise known as the "Administrative Code of the Philippines", the pursuit of private business, vocation, or profession without the permission required by the Civil Service rules and regulations shall be a ground for disciplinary action.

Pursuant to Section 138 of the 2025 Omnibus Rules on Appointments and Other Human Resource Actions, no officer or employee, whether in a permanent or regular capacity, temporary, casual, or hold-over, shall engage directly or indirectly in any private business or practice of profession. Exemptions may be allowed, subject to the limitations provided under RA No. 6713 and other special laws.

Accordingly, Section 7(b)(2) of RA No. 6713 provides that public officials and employees shall not engage in the private practice of their profession unless authorized by the constitution or law, provided that such practice will not conflict or tend to conflict with their official functions.

In consonance with the abovementioned policies, the National Irrigation Administration hereby prescribes the set of procedures and protocols with respect to the issuance of permission to engage in limited practice of profession.

II. SCOPE AND COVERAGE

These guidelines shall cover the general rules, conditions, and prohibitions for all the NIA officials and employees whether permanent or casual in nature who will engage in the limited practice of profession. However, Job Orders, Contract of Service, Consultants and experts hired for limited period to perform specific activities or services, and employees through outsourced manpower services provider shall be excluded in these guidelines.

National Government Center, EDSA, Diliman, Quezon City, 1100 Philippines
Trunkline Numbers: (02) 8 929 6071 to 78 • Telefax Number: (02) 8 928 4343
Email: [illegible] • Website: www.nia.gov.ph • TIN: 000916415

III. DEFINITION OF TERMS

Distance Learning - a method of studying in which lectures are broadcast or classes are conducted by correspondence or over the internet, without the students needing to physically attend a school.

Load Limitation - the maximum recommended or permitted number of units per term/semester that can be allowed to practice teaching profession.

Practice of Profession – performing activities that require specialized knowledge, skills and adherence to ethical standards, as defined by a specific profession's governing laws or codes. It involves teaching, legal practice, and other professions that require the expertise of the person in his/her capacity as a private individual

IV. GENERAL GUIDELINES

As a general rule, NIA officials, regular and casual employees shall not accept full-time or part-time employment in another office or agency, whether public or private, while on full-time employment with the agency. However, they may be allowed to engage in the private practice of profession in a limited capacity, after securing permission/authority from the Head of Agency, subject to the following procedures and conditions:

1. Procedure in Filing the Request

1.1 The request for permission to engage in the limited practice of profession outside office hours shall be made through a letter, addressed to the Head of Agency, duly endorsed by the concerned Department/Regional/Project Manager.

1.2 The letter request shall be submitted together with the following pertinent documents:

i. Duly accomplished Request to Engage in Limited Practice of Profession (RELPP) Form *(Annex A)*. The period covered by the application shall be indicated in the RELPP Form;

ii. Certified true copy of Individual Performance Commitment and Review Form with at least a Very Satisfactory (VS) performance for two (2) rating periods, for the year prior to the filing of the request for permission; and/or

iii. A brief report of previous engagement covering the nature of the practice, the period covered and the clients/beneficiaries/institution/s involved.

1.3 The letter request, together with other documents shall be forwarded to the following Offices:

i. Office of respective Division Manager for review and clearance;
ii. Office of the Department/Regional/Project Manager for endorsement to approving official;
iii. Offices of the Administrative Department and/or Legal Services for further review and notation; Office of the Deputy Administrator for Administrative

and Finance Sector for recommending approval; and Office of the Administrator for approval/disapproval.

1.4 Once approved, the original copy goes to the requesting employee, copy furnished HRD-AD, concerned Department/Regional/Project Office, 201 File.

1.5 Officials and employees who would like to seek or renew permission to engage in the limited practice of profession must submit the necessary documents to the Head of Agency, Attention: The Manager, Human Resources Division, Administrative Department (HRD-AD) at least thirty (30) calendar days for approval before engaging in the private practice of profession. Without the approval from the Head of Agency or his/her duly designated representative, no official or employee shall be allowed to pursue the requested practice of profession.

2. Conditions for Approval

2.1 If permission to engage in teaching shall be granted, the teaching load shall be limited to nine (9) hours per week. This shall include the teaching load for classes that are conducted through online platforms, distance learning, and open university programs of tertiary schools.

2.2 In case of permission to teach and to ensure compliance to load limitation, the applicant shall submit a certification from the authorized official of the Institution, where the profession is to be practiced, as to the load assignment with the corresponding number of units and the schedule, addressed to the head of the agency.

2.3 Officials and employees who will engage in the limited practice of profession must have at least a Very Satisfactory (VS) performance for two (2) rating periods, from the Agency, for the year prior to the filing of the request for permission.

2.4 Private practice of profession shall be performed outside of official working hours. The requesting employee or official shall ensure that:

i. Activities in relation to the private practice of profession shall neither conflict nor tend to conflict with his/her official functions nor be prejudicial to the best interest of the service;

ii. If upon review of request for permission, there exist probable conflicts of interest in the performance of limited practice of profession, the request shall be elevated to the Head of Agency upon recommendation of the Regional/Department/Project Manager concerned and Deputy Administrator for Administrative and Finance, for final review and decision;

iii. It shall not impair in any way with his/her efficiency in the discharge of his/her regular functions. Absences incurred in the private practice of profession, if any, shall be covered by a duly approved leave of absence; and

iv. It shall not involve any use of government resources such as but not limited to official time, service vehicles, supplies, equipment, funds, or properties.

2.5 The NIA officials and employees engaged in the private practice of profession shall not disclose confidential information in relation to his/her official functions in the Agency.

The authority given to an employee or official to engage in the private practice of profession outside of office hours shall be limited to a period of six (6) months only, subject to renewal.

2.6 Permission to practice profession may be withdrawn at any time whenever the exigencies of the service so require, or if herein conditions prescribed has been violated This is without prejudice to administrative disciplinary action for violation hereof and in case of misrepresentation on the part of the applicant.

V. PROHIBITIONS

No official or employee shall be allowed to perform limited practice of profession in any or institution over which he/she directly or indirectly exercises jurisdiction, control, supervision, or influence by reason of his office or position in the government (Republic Act No 3019 or the "Anti-Graft and Corrupt Practices Act, and the Prohibited Acts under RA No. 6713.).

VI. RESPONSIBILITY

The Head of Agency or his/her duly designated representative shall be the approving authority on all requests for permission to engage in the limited practice of profession.

NIA officials and employees requesting such permission shall strictly adhere to the conditions set forth in this Circular in accordance with the laws mentioned in item I.

VII. PENALTY

Violation of seeking written permission before pursuing the practice of profession carries with it a penalty of reprimand for the first offense, suspension of one (1) to thirty (30) days for the second offense, and dismissal from the service for the third offense pursuant to 2025 RACCS.

VIII. REPEALING CLAUSE

All other NIA orders, rules, regulations, or issuances inconsistent with this Order are hereby repealed and/or modified accordingly.

IX. EFFECTIVITY

This Circular shall take effect immediately.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

Date: 26 DEC 2025

NIA LOGO

Annex

REQUEST PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION (RELPP)
Period Covered: _____

_____
Last Name First Name Middle Initial

Position: _____ Office: _____

Appointment Status : ☐ Permanent ☐ Casual ☐ Others : (Please Specify) _____

1. Profession practice (please specify): _____

2. Amount of time to be spent in the practice of profession:
   Time schedule (eg. 5 pm to 7 pm): _____

3. Please indicate clients and where practice of profession will be done **.

Organization/ Clients	Address	Contact No.

*** Please include in your year- end report of engagement in limited practice of profession clients not covered by this application.*

4. Private practice of profession shall be performed outside of official working hours and shall ensure that:

   4.1. I shall practice my profession on weekends, holidays, and outside of regular office hours and ensure that activities in relation to the private practice of profession shall neither conflict nor tend to conflict with my official functions nor be prejudicial to the best interest of the service;

   4.2. I shall need to file a leave of absence in case engagement will be during weekdays and regular office hours;

   4.3. I shall not involve any use of government resources such as but not limited to official service vehicle, supplies, equipment, funds, or properties in furtherance of my outside activity;

   4.4. I must be physically fit as duly certified by a government physician in order not to affect the efficient performance of my duties

5. Individual Performance Rating for the last 2 semesters (adjectival rating): _____

I hereby abide by the rules and regulations approved by the Head of Agency governing limited practice of profession or involvement in outside activities. It is also understood that time while my engagement in limited practice of profession will further enhance and enrich my profession in NIA, such engagement will not in any way adversely affect my main duties as an employee of the Agency.

_____
Signature of Applicant

REVIEWED BY:

Division Manager concerned
Date: _____

ENDORSED BY:

Department/Regional /Project Manager
Date: _____

REVIEWED BY:

Manager, Administrative Department
Date: _____

Manager, Legal Department (if applicable)
Date: _____

RECOMMENDING APPROVAL:

Deputy Administrator
for Administrative and Finance

Date: _____

APPROVED / DISAPPROVED:

Administrator

Date: _____

Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE

NATIONAL IRRIGATION ADMINISTRATION
RELEASED
MAR 19 2026
By: 9
HRD-RECORDS SECTION

MEMORANDUM CIRCULAR No. 31
Series of 2026

TO : **THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, DEPARTMENT/REGIONAL/ PROJECT MANAGERS, DIVISION MANAGERS AND ALL OTHERS CONCERNED**

SUBJECT : **CLARIFICATORY GUIDELINES ON NIA MEMORANDUM CIRCULAR NO. 128, SERIES OF 2025: "GUIDELINES ON THE GRANT OF PERMISSION TO ENGAGE IN LIMITED PRACTICE OF PROFESSION"**

This circular is being issued to provide clarificatory/amendatory guidelines on the implementation of the grant permission to engage in limited practice of profession, pursuant to NIA MC No. 128, series of 2025.

FROM	***TO***
IV. General Guidelines, Item 1.1 (p. 1): 1.1 The request for permission to engage in the limited practice of profession outside office hours shall be made through a letter, addressed to the **Head of Agency,** duly endorsed by the concerned Department / Regional / Project Manager.	 1.1 The request for permission to engage in the limited practice of profession outside office hours shall be made through a letter, addressed to the **Deputy Administrator for Administrative and Finance Sector** duly endorsed by the concerned Department / Regional / Project Manager.
IV. General Guidelines, Item 1.3.iii to v. (p. 2): iii. Offices of the Administrative Department and/or Legal Services **for further review and notation;** iv. Office of the Deputy Administrator for Administrative and Finance Sector for **recommending approval**; and v. **Office of the Administrator for approval/disapproval.**	 iii. Offices of the Administrative Department and/or Legal Services **for recommending approval/s**; **iv.** Office of the Deputy Administrator for Administrative and Finance Sector **for approval/disapproval.**

VI. **RESPONSIBILITY** First Paragraph (p.4) The **Head of Agency or his/her duly designated representative** shall be the approving authority on all requests for permission to engage in the limited practice of profession.	*(Per 2020 Manual of Delegated Authorities)* The **Deputy Administrator for Administrative and Finance Sector** shall be the approving authority on all requests for permission to engage in the limited practice of profession.

Further, a revised template of Request for Permission to Engaged in the Limited Practice of Profession (RELPP) is hereto attached as an integral part of the request.

All other provisions of NIA MC No. 128, series of 2025 shall remain.

Be guided accordingly.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator
18 MAR 2026

NIA LOGO

REQUEST FOR PERMISSION TO ENGAGE IN THE LIMITED PRACTICE OF PROFESSION (RELPP)

Period Covered: ***(to be filled-up by HRD-AD)***

Last Name	**First Name**	**Middle Initial**

Position: _____ **Office:** _____

Appointment Status : ☐ **Permanent** ☐ **Casual** ☐ **Others : (Please Specify)** _____

1. **Profession to practice (please specify):** _____

2. **Amount of time to be spent in the practice of profession:**
   Time schedule (eg. 5 pm to 7 pm): _____

3. **Please indicate client/s and where practice of profession will be done.***

Organization/ Clients	Address	Contact No.

**** Please include in your year- end report of engagement in limited practice of profession clients not covered by this application.***

4. **Private practice of profession shall be performed outside of official working hours and shall ensure that:**

   4.1. **I shall practice my profession on weekends, holidays, and outside of regular office hours and ensure that activities in relation to the private practice of profession shall neither conflict nor tend to conflict with my official functions nor be prejudicial to the best interest of the service;**

   4.2. **I shall need to file a leave of absence in case engagement will be during weekdays and regular office hours;**

   4.3. **I shall not involve any use of government resources such as but not limited to official service vehicle, supplies, equipment, funds, or properties in furtherance of my outside activity;**

   4.4. **I must be physically fit as duly certified by a government physician in order not to affect the efficient performance of my duties**

5. **Individual Performance Rating for the last 2 semesters (adjectival rating):** _____

I hereby abide by the rules and regulations approved by the Head of Agency governing limited practice of profession or involvement in outside activities. It is also understood that the time while my engagement in limited practice of profession will further enhance and enrich my profession in NIA, such engagement will not in any way adversely affect my main duties as an employee of the Agency.

_____
Signature Over Printed Name of Applicant

REVIEWED BY:

Division Manager concerned
Date: _____

ENDORSED BY:

Department/Regional /Project Manager
Date: _____

RECOMMENDING APPROVAL:

Manager, Administrative Department /
Date: _____

Manager, Legal Department *(for Legal Personnel)*
Date: _____

APPROVED / DISAPPROVED:

Deputy Administrator
for Administrative and Finance

Date: _____